



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Admin NCO, 12B30	<b>RANK/GRADE:</b> SSG/E6 <b>ON BOARD AGR ONLY</b>	<input type="checkbox"/> <b>NATIONWIDE</b>  <input checked="" type="checkbox"/> <b>NCARNG SOLDIERS ONLY</b>	<b>ANNOUNCEMENT #:</b> AGR-FTM 2016-55
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**UNIT, LOCATION, POC:**

Det 1, 171<sup>ST</sup> SAPPER CO / Roseboro, NC

POC: SFC Hicks (984) 661-1258

[bryant.w.hicks.mil@mail.mil](mailto:bryant.w.hicks.mil@mail.mil)

**OPENS:**

31 August 2016

**CLOSES:**

14 September 2016

**POSITION DESCRIPTION:** Responsible for the supervising the successful accomplishment of the commander's mobilization readiness objectives. Anticipates and recommends solutions for needs of the unit in all aspects of readiness. Duties include:

- a. Advises the commander on training, logistics, personnel and unit mobilization plans including preparation of units vehicle load plans, unit movement plans, convoy clearance request, preparation of the unit's mobilization directives and regulations. Obtains all required data for the unit status report and assists the commander in preparing readiness reports as prescribed in AR 220-1. Supervises the drafting of training schedules for approval that comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library and related training equipment and aids. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters.
- b. Coordinate with the unit Readiness NCO and assist with the supervision the duties performed by the unit's full-time personnel. Responsible for ensuring that the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel.
- c. Overall responsibility for school requests through ATRRS and orders input through AFCOS. Advises personnel on military education requirements and prepares application for army service schools. Supervises the maintenance of records for the above programs. Monitors the career progress enlisted personnel, and ensures that qualification information is provided to the personnel section for personnel records updating.
- d. Attends all unit training assemblies, additional training assemblies, and annual training periods. Provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness related activities. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.
- e. Advises the commander on Training Requirements as established in AR 350-1 (ARMY TRAINING AND LEADER DEVELOPMENT) and AR 350-38 (STANDARDS IN TRAINING COMMISSION). Responsible for supervising and the control of materials, publications, and Soldier's manuals. Furthermore, responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.
- f. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs.
- g. Responsible for the overall supervision of all pay, personnel, and administrative activities of full-time personnel in caring for the welfare of unit Soldiers. Establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution. Establishes a direct line to communication with pay, administrative, and supply action personal proficiency in all supply, and personnel procedures.

**QUALIFICATION REQUIREMENTS:** **Must be qualified in MOS 12B no later than 12 months from date of hire.** Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must have normal color vision. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Is soldier currently under 18 months initial tour stabilization?
- \_\_\_\_\_ If lateral transfer, is soldier MOSQ for vacant position?
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. IMR (within 15 months)
- \_\_\_\_\_ 6. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If newly promoted SGT (Doesn't have 3 NCOERs), Need a letter of recommendation from Unit Commander or Supervisor (SFC/E7 or above).
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to be resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.